

**Long Range Plan**  
**Scituate Libraries**  
**2001 - 2004**

**FINANCIAL PLANNING**

**GOAL:** To provide for and supplement the financial growth and stability of the  
Hope Library Association and the North Scituate Public Library Association.

**OBJECTIVE 1:** To increase the source of the supplemental funds needed for the  
growth of the collections and services of the Scituate Libraries  
annually by a proportionate amount based on the average increase of the  
population from the U.S. Census data.

**STRATEGY 1:** Establish a fundraising committee/friends group.

**STRATEGY 2:** Develop public support through fundraising programs.

**Possible Activities:**

Book Sales  
Mail Solicitations  
Friends Group Projects  
Membership Dues  
Scituate Arts Festival  
Adopt-a-Book program  
Other Special Events

**STRATEGY 3:** Request financial support by writing grant requests to  
Existing agencies and new potential sources

**Possible Activities:**

Champlin Foundation  
OLIS - Construction Reimbursement  
RI Committee for the Humanities  
Local Community Organizations  
RI Foundation

**STRATEGY 4:** Establish programs and procedures to seek out, develop and  
Manage donations in the form of endowments and trusts.

**Possible Activities:**

Hold estate-planning seminars.  
Mention in Newsletter articles.  
Seek corporate donations or matching gifts.  
Plan dedications (ie: Special topic materials  
Collections, renovations or expansion of  
Facilities or grounds.)  
Build book endowment fund.

**FACILITIES**

**GOAL:** To efficiently maintain the facilities and property in order to preserve the  
Grounds, building and contents and; to expand and improve the facilities in  
Order to meet the needs of our patrons and community.

**OBJECTIVE 1:** To provide for the maintenance of the facilities and grounds; to  
ensure the protection of the assets of the library and to provide  
a safe environment for the patrons and employees annually.

Possible Activities:

Paint exterior of facility when needed.

Continue to arrange for the upkeep and Improvement of landscaped areas with the assistance of a professional landscaper.

Explore improvements for the HVAC System.

Re-evaluate insurance needs annually.

OBJECTIVE 2a: To plan and provide for the growth of the collections and Services provided by the library by expanding into the lower level within two years. (Hope Library)

STRATEGY: Assess the potential uses for the open space based on patron Surveys, "Roles in the Community" reviews, trends in public Interests, demographic reviews and internal indicators from the Library Director and Staff.

Possible Activities:

Create a larger children's room through Expansion into the lower level.

Create a young adult room in the old Children's room.

Use part of the space in the lower level As storage.

Create an electronic media information Center on main level.

Write grants to fund the expansion.

OBJECTIVE 2B: To plan and provide for the growth of the collections and services provided by the library by executing a renovation and/or new construction project. (North Scituate Library)

STRATEGY: To continue the assessment/planning process begun by the Board of Trustees and the Building Committee.

Possible Activities:

Create a fundraising committee.

Hire an architect.

Complete site selection.

OBJECTIVE 3: To enhance the facilities as deemed necessary and prudent.

Possible Activities:

Improve noise control in circulation area.

Improve the main entrance.

OBJECTIVE 4: To ensure that the library facilities remain in compliance with

All safety and public access regulations annually.

Possible Activities:

Create wheelchair access between main and lower level.

Add Braille signage for bathrooms, bookcases, exits, entrances and other areas deemed necessary.

Change water fountains to handicapped accessible.

Seek grant funding for services, materials and facilities for this population.

**PUBLIC SERVICE**

GOAL: To continue to respond to the needs and requests of the community.

OBJECTIVE 1: To conduct surveys at least every three years in order to Determine need.

Possible Activities:

Increase library hours to 50 hours.

Implement more programs.

Write grant requests to supplement Funds for new programs.

Provide training for the public on computers.

Improve and enhance the collection.

OBJECTIVE 2: To increase usage of the library by young adults, proportionate to the percent of this group in the population.

Possible Activities:

Create a young adult room.

Improve and enhance the young adult Collection.

Create programming for young adults.

OBJECTIVE 3: To initiate a cooperative effort between the Librarians and the School Media Specialist with an annual review of progress.

STRATEGY 1: Encourage library staff to be aware of curriculum changes at All grade levels to improve collection development.

Possible Activities:

Research materials necessary for elementary And secondary school projects.

Enhance the collection to supplement the School library 's mission.

Provide an article in the school newsletter To keep students and teachers aware of the Materials, services and facilities available.

Provide an on-line homework center.

**OBJECTIVE 4:** To provide outreach services to the handicapped and elderly  
Population within two years.

**Possible Activities:**

Research possibility of in-town senior  
transportation to libraries.

Increase hours based on need of this  
population.

Provide programming during preferred  
hours of operation by this population.

Increase large print collection.

**STAFFING**

**GOAL 1:** To provide adequate staffing for the library to meet the needs of the  
Community.

**OBJECTIVE 1:** To provide more professional staff in order to maintain  
Compliance with the new minimum standards for Public  
Libraries in the State of Rhode Island by the year 2003.

**Possible Activities:**

Hire more professionals to provide  
Reference and Youth Services.

Increase professional staff salaries to meet  
the median salary for each position based on  
the public library comparable statistics  
provided annually.

Increase operating budget by 10 % annually over the  
next three years to acquire the new level of staffing.

Require professionals to attend at least one  
continuing education event annually.

**OBJECTIVE 2:** To provide adequate and knowledgeable staff in order to expand  
and implement programs and services for all ages in proportion  
to the annual population growth.

**Possible Activities:**

Conduct periodic patron counts.

Hire more staff based on the needs of the  
community through evaluation of usage  
statistics.

Provide more training and continued  
education opportunities for paraprofessional  
staff.

Conduct formal and informal surveys of the community on an as needed basis to assess the level of service being provided.

Increase paraprofessional salaries to meet the median hourly wage provided by the public library comparable statistics.

Increase operating budget in order to provide professional development and increased salaries.

## **MATERIALS AND EQUIPMENT**

**GOAL:** To provide current materials and equipment to fulfill patron needs.

**OBJECTIVE 1:** To increase computer technology available for use by the Public on an ongoing basis as technology improves and changes.

### **Possible Activities:**

Develop an advisory group with specific responsibility in the area of technology.

Increase the number of public workstations.

Upgrade existing workstations.

Purchase server to change from peer to Peer system to a network environment.

Purchase CD-ROM tower to provide Multi-access capability.

Provide training for public on use of computers and software.

Provide training for staff on new technology.

Maintain a Library Web page for access 24 hours a day, 7 days per week.

**OBJECTIVE 2:** To expand and enhance the collection proportionate to the annual population growth.

### **Possible Activities:**

Maintain and annually review records of activity.

Expand the video collection to include DVD's in response to patron requests.

Develop and maintain a CD-ROM collection

Implement patron surveys on an as needed basis determine patron satisfaction of materials selection.

Review materials selection policy annually

and revise as deemed necessary.

Provide access to materials not owned by the library through an expanded Interlibrary loan system to include outside of CLAN.

OBJECTIVE 3: To keep current with CLAN services on a regular basis.

Possible Activities:

Upgrade hardware/software to maximize access.

Increase budget for CLAN services on an annual basis.

The Director and/or staff will attend CLAN meetings to keep current on new activities and services.

*Approved by the Boards of the Hope (12/2000) and North Scituate (11/2000) Public Libraries*